

October 2024

The regular meeting of the Board of Trustees for the Burlington Public Library was called to order by President Becky Godfrey, Wednesday, October 16, 2024, at 4:30 p.m. in Meeting Room A. Board members Becky Godfrey, Don Schmidgall, Mary Weinand, Jennifer McMillan, Brandon Orth, Roger Hatteberg and Library Director Brittany Jacobs were present. Friends Liaison Anita Wagner, West Burlington Liaison Rebecca Teater, library staff Sara Garland and Kathy Gerling were also in attendance. Board member Amanda Mansheim was absent. Notification for this meeting was sent to KBUR/KGRS, KCPS, KKMI, and WIUM radio stations and The Hawk Eye, on October 8, 2024.

Mary Weinand moved the Board to approve the agenda for this meeting and the minutes from the last meeting. Second by Roger Hatteberg; motion approved unanimously.

### **Board Training**

**a. Meet Me at the Library: A Place to Foster Social Connection and Promote Democracy by Shamichael Hallman – read the Introduction & Chapter 1**

- Board discussion of the introduction and chapter 1. The Board will continue reading the book and discuss two chapters each month.
- Roger commented on the quality of the library's customer service and remembers the positive customer service he received from a former staff member at the old library building several years ago.

### **Expenditures**

Brittany explained some recent expenditures: \$634 expense to change a backup ballast; new office chairs were purchased for six public service desks; and we are a quarter of the way through FY25 and right on track with 24.73% of the budget spent.

The Friends will help fund staff training/staff development this year with some of their accrued interest.

Jennifer McMillan moved the Board to approve expenditures. Second by Roger Hatteberg; motion approved unanimously.

### **West Burlington Liaison**

Rebecca Teater briefed the Board. She mentioned that Brittany recently presented the library's annual report to the West Burlington City Council, and it was well received. The mayor plans to meet with Brittany sometime about West Burlington events.

### **Friends Liaison**

Anita Wagner briefed the Board. Their September booksale brought in \$3,733. They are working on the Friends job descriptions and sorting books. On average, four people spend 2-4 days downstairs sorting books. National Friends of the Library Week is coming up next week and there will be a proclamation awarded to the Friends group at the City Council meeting.

### **Presidents Report**

Becky mentioned that last week marked Brittany's second anniversary as the Library Director. Becky also gave a recap of the recent Foundation meeting. The Foundation audit is complete and was discussed by the auditors at their meeting. The library requested around \$9,000 this quarter. These requests are part of the total allocated Foundation budget that is approved at the beginning of the fiscal year.

Brandon Orth joined the meeting at 5:15.

### **Board Committees**

#### **Advocacy Committee**

- The second public reading for the proposed utility franchise fee will be held October 21<sup>st</sup>.
- The Board discussed the idea to post some library facts on social media.
- A legislative forum will be held tomorrow.

#### **Building Committee**

- The library is getting three new projectors installed this Friday. This is part of the meeting room projection system upgrade. This upgrade will cost \$13,959, which is the lowest bid. The second quote came in at \$55,000 and the third company approached said they couldn't do it. Brittany will put full bid information up on the google drive that the Board will eventually have access to.
- Brittany discussed the printer bid that we recently received. This bid would replace some of our printers and allow the library to work with one vendor instead of the three that we are currently working with. This bid came in cheaper than what we are currently paying with all three vendors combined.

### **Library Services Report**

Brittany went over the quarterly stats in her report and discussed the impact if cuts must be made to the library.

### **Use Statistics**

Huge increase in database use this month.

### **Old Business**


- a. Strategic Plan Update
  - The Strategic Plan will be an interactive sheet the Board will be able to view on the upcoming Trustees google drive.

### **New Business**

- a. State Annual Survey Overview
  - Brittany shared some of the data in the FY24 State Annual Survey. A few stats have decreased, but our e-resources are increasing as well as the number of people coming through the doors. We will submit the report to the State next week.

There being no further business to come before the Board, Roger Hatteberg moved the meeting to be adjourned at 5:50 p.m. Second by Brandon Orth; motion approved unanimously.

Respectfully submitted,

  
Brittany Jacobs,  
Library Director